

# OLD DOMINION UNIVERSITY POLICE DEPARTMENT

4516 Monarch Way, Norfolk, VA 23508

757-683-4003

Fax# 757-683-5660

E-mail: [police@odu.edu](mailto:police@odu.edu)

## CITIZEN'S COMPLAINT FORM

Instructions: Complete, sign and return form to ODUPD (4516 Monarch Way, Norfolk, Virginia 23508) within ten (10) days of receipt. Failure to return your statement and forms in a timely manner may adversely affect consideration of your complaint. Please refer to the ODUPD "Complaint Process Guide" or <http://odu.edu/police> for more information about complaint procedures and options.

Date of Incident:	Time of Incident:	Person(s) making complaint:
Phone Number:		Address: Street, City, State, Zip
Location:		
Names of involved:		

### Witnesses and Others Involved:

Name:	Address	Phone #
Name:	Address	Phone #
Name:	Address	Phone #

In the space below, please describe in detail the incident about which you wish to complain. Be specific about persons involved and their actions. Use the back of form or as many copies of this form as needed (or plain paper attached) and sign, date and number each page. Attach additional pages and return to ODUPD with you "Citizen's Complaint Form" as your cover page, with in ten (10) days.

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**With my signature I hereby certify that my description of this incident as submitted is true, accurate and complete. I understand I am submitting a formal complaint and I agree to be interviewed and to cooperate with ODUPD personnel assigned to investigate this report.**

Date:	Signature:
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